CDIN 5

TECHNICAL REPORTING 1

Report

- Is a detailed account of an event, situation, etc., usually based on observation or inquiry (PNP, 2014).
- It is a specific form of writing that is organized around concisely identifying and examining issues, events, or findings that have happened in a physical sense (Massey University, 2010).
    - * Report – Shooting incident that is an event or situation, what is your observations. Spot Report (Detailed Account), Investigation report
      -you can make a report base on your observations.
      -you need facts, what are your observations on that particular event.
      - Hnd pwede na gumawa ng report na ganto dapat concise.

Report Writing

- Is a communication' that lends itself to a useful tool for people in a free society to express their thoughts and ideas and to obtain what they need or want (PNP, 2014).
- It is a natural and necessary part of the very job description of an investigator (Sennewald and Tsukayama, 2001).
    - a communication, Spot report ito yung nag transfer para mapadala yung.
      - Express their thoughts
      - 5 W and 1 H because it is a communication.
      - To lower unit or higher to vice versa.
      - Very difficult as investigator to make a report of the job discription of report.
      Ex. Shooting Incident – Blanko lahat lahat, Job description (It is a process)
      - It is an art kase wala tayo alam from a begging kaya need facts info and data to make a report and can make amd submit to the higher quarters.

Common Types of Report

1. **Formal or Informal Reports**
    - **Formal reports** are carefully structured; they stress objectivity and organization, contain much detail, and are written in a style that tends to eliminate such elements as personal pronouns.
        - Casual and carefully structed – Police Report is a formal report. Title, Time and Place and Who is the Victim or suspect and then that facts of the case. Style and Format of particular report.
    - **Informal reports** are usually short messages with natural, casual use of language. The internal memorandum can generally be described as an informal report (University of Delhi, n.d.).
        - SMS informal report to

2. **Short or Long Reports**
    - ➢ A **long report** is a major study that provides an in-depth view of the problem or idea. The implications of a long report are wide-ranging for a business or industry.
    - Provide an in dept view of problem
      - What is the problem about
      - Investigation report (What is the problem, arise of problems and recomendation)
    - ➢ A **short report** can be defined as an organized presentation of relevant data on any topic-money, travel, time, personnel, equipment, management-that a company or agency tracks in its day-to-day operations.
    - Shooting Incident (You need to follow or what are the resolution and recomendation
    - ➢ The **long report** examines a problem in detail, while the short report covers just one part of the problem.

3. **Informational or Analytical Reports**
    - ➢ **Informational reports** such as annual reports, monthly financial reports, and reports on personnel absenteeism; carry objective information from one area of an organization to another.
    - How you inform you boss or superior.
    - ➢ **Analytical reports** such as scientific research, feasibility reports, and real-estate appraisals; present attempts to solve problems (University of Delhi, n.d.).
    - is scientic such as what are the problem, you conduct a study to conduct a report with particular problem. Like research naten.
4. **Proposal Report**
    - ➢ The **proposal** is a variation of problem-solving reports.
    - ➢ A **proposal** is a document prepared to describe how one organization can meet the needs of another.
    - Ito dapat magkaroon ng magandang building magkaroon ng magandang. Kunwari CCJ make a report to the proposal of president. Decsribe how and why the needs na need mapalipat sa ganitong building.
5. **Internal or External Reports**
    - ➢ **Internal reports** travel within the organization.
    - Within the organization like.
    - ➢ **External reports**, such as annual reports of companies, are prepared for distribution outside the organization.
    - Outside the organization like in every year may State of the nation addres every dept submit to the press. Any kind of report outside the organization.
6. **Periodic Reports**
    - ➢ **Periodic reports** are issued on regularly scheduled dates.

- They are generally upward directed and serve management control. Pre-printed forms and computer-generated data contribute to uniformity of periodic reports (University of Delhi, n.d.).
- **Periodic or project reports**, also known as status reports, are similar to progress, Reports. Both serve to provide audience members with the details of an ongoing project; however, the progress report is usually sent at certain milestones of a project, while periodic reports are sent at regular intervals: daily, weekly, monthly etc.

- Time or schedule regular. Kung ano man yung mga report, like monthy report.
  - Weekly report – profile of chief of Police like IOFC.
  - Yearly report may tamang oras at araw

7. **Functional Reports**
   - This classification includes accounting reports, marketing reports, financial reports, and a variety of other reports that take their designation from the ultimate use of the report.
   - These reports track every pertinent detail of the company's operational tasks, such as its production processes.
   - **Operational reports** are commonly used in manufacturing, logistics, and retail as they help keep track of inventory, production, costs among others (Calzon, 2022)

   - - Accounting, marketing so How's the country
     - The operational report is in manufacturing or how functional or inventory. In every company there's a format in every particular report which is important in every company.

Six Key Elements of Reports

Reports vary by size, format, and function, writing them involves adjusting to the needs of the audience while respecting conventions and guidelines.

1. Whom the report is about and/or prepared for;
2. What was done, what problems were addressed, and the results, including conclusions and/or recommendations;
3. Where the subject studied occurred;
4. When the subject studied occurred;
5. Why the report was written (function), including under what authority, for what reason, or by whose request; and
6. How the subject operated, functioned, or was used.

ORGANIZATIONAL PATTERNS OF REPORTS

1. **Direct Pattern**

- Direct reports contain routine, non-sensitive information.
- Reports using this organizing pattern will present the most important findings first followed by facts, data and other explanatory details.

2. **Indirect Pattern**
   - An indirect approach may contain sensitive, controversial, debated or unpleasant information. As a consequence, not all readers will be knowledgeable of, in agreement with, or accepting of the information and, or recommendations made in the report.
   - It is used when the audience must be educated about or persuaded of the credibility of the information presented and merits of the recommendations made.

Information Organization Methods in Reports

Here are five of the more useful ways to organize information

1. **Time organization**
   Is used to provide information in the order of events; for example, what happened first, second, third, then, and lastly. Using the time organization method to write trip reports and progress reports is particularly effective.
2. **Component**
   Component organizing system is used primarily for informational reports. Here elements (components) such as location, geography, division, product or parts are used to present the data.
3. **Importance Reports**
   Organized according to importance may present the most important information first and then proceed to the least important information or vice versa.
4. **Criteria Reports**
   Organized via criteria establish standards or benchmarks to assess different options, plans, strategies and products.
5. **Convention**
   These are reports created using a prescribed template. Many short information reports use convention as their organizing principle.

Investigation is the collection of facts to accomplish a threefold aim (PNP, 2014):

- To identify the suspect;
- To locate the suspect; and
- To provide evidence of his guilt.

- the collection of facts. How to identify, locate the perpetrator and provide evidence

Criminal Investigation is an art which deals with the identity and location of the offender and provides evidence of guilt through proceedings.

Investigative Reporting

Is an objective statement of the investigator's findings. It is an official record of information relevant to the investigation which the investigator submits to his/her superior (PNP, 2014). It is a document that details the findings evidence a formal complaint or allegation. These reports are often common immediately upon the receipt of a formal complaint, and generally used to establish whether an allegation is supported facts.

Appropriate Investigative Report Writing

Regardless of whether the investigation will proceed into a court of law, all investigative reports should be structured to communicate relevant and factual information. At a minimum, author/s should ensure that the following goals are consistently applied to every type of report that is being presented (Sachowski, 2016):

Report contains an accurate description of all event and incident details,

Content is clear, concise, and understandable to relevant decision-makers,

Content is deemed admissible and credible in a court of law;

Content not portray opinions or information that misinterpretation,

Report contains sufficient information to establish factual relevance of conclusion;

Report is completed and presented in timely manner.

Importance of Investigative Writing

The importance of investigative writing are as follows (PNP 2014):

1. They serve as records for police administrators in planning directing, and organizing the unit's duties;
2. Reports can be used as legal documents in the prosecution of criminals;
3. Reports can be used by other agencies;
4. Reports can be useful to local media that needs access public documents;
5. The author of a report should also consider that the work is reflective of the writer" s personality; and
6. Reports can be a basis for research.

Requisites of a Good Investigation Report

A good investigation report contains the following requisites (PNP 2014)

1. **Accuracy** - The report should be a true representation of the facts to the best of the investigators ability.

- Going to write a report we should write what are the representation sabido ang dating the same crime scene was a shooting incident what are the facts so that the investigators or determine what are the.

2. **Completeness**- The question of "when, who, what, where, why and how?" should be answered.
3. **Brevity**- Irrelevant or unnecessary materials should be omitted.
4. **Fairness** - The investigator should take the facts as he finds them.
5. **Form and Style** - The arrangement of the material: presented should be in a manner which will make an easy to read.
6. **Clarity-** The language and format of the report are simple and direct to the point.
7. **Specific**- Use of specific words that bring the readers close to first-hand experience
8. **Timeliness**- Completion of a report promptly.

Five Basic Steps in Investigative Report Writing

In the Philippine National Police, they have five basic steps in invest. Report writing to be followed under the acronym:

G R O W E

Gather the facts ,**R**ecord the facts ,**O**rganize the facts ,**W**rite the report ,**E**valuate the report by editing and proofer

Gather the Facts

An investigator needs to conduct a thorough investigation, interview witnesses, and interrogate suspects. This is the first step in the process. Interviews of the victims, witnesses, and suspects are the backbone of preliminary investigation. Frequently, the first officer at the scene of the crime has the best opportunity to solve it by conducting a thorough preliminary investigation.

Record the Facts

Immediately and accurately record in a clipboard, not in memory, the facts gathered. Notes are the basis for an investigative report. An investigator takes notes to assist his/her memory with specific details, such as names, date of birth, serial numbers, addresses and phone numbers.

Organize the Facts

Arrange the sequence of happenings in a cutlan form. If a report is properly organized and planned, it will be clear. Easy to read, understandable and concise. Organizing and planning the narrative are closely related to chronological order.

Write the Report

A well-written report must radiate qualities such as factuality, clarity, relevance, brevity, completeness, accuracy, objectivity. Fairness and be up-to-date. It is the final stage in the preparation of the report.

Evaluate the Report

Evaluating means editing and proof-reading has been written before it can be considered a finished product submission to higher officials. In proofreading, the investigator need ask these last things to him/herself.
-if your grammar is not correct or not write during upon writing makaibang meaning na gusto mong iparating. Dapat siguraduhin na tama ang grammar para hindi ma iba ang meaning.

- Kaya dapat i check kung tama bato o hindi

- Ito yung foundation.

- express hours of ano ba yung dapat sa paggawa.

REVIEW ON GRAMMAR AND COMPOSITION

What is grammar?

- **Grammar** is the study of the classes of words, their inflections, and their functions and relations in the sentence (merriam-webster.com, n.d.). It is the structure of our writing. Without correct grammar usage, our ideas and thoughts cannot be communicated effectively or efficiently (University of Arizona, n.d.).
- It is the structural foundation of our ability to express ourselves. The more we are aware of how it works, the more we can monitor the meaning and effectiveness of the way we and others use language. It can help foster precision, detect ambiguity, and exploit the richness of expression available in English (Ontario Tech University 2022)

What is composition?

- In writing, a composition is the way a writer assembles words and sentences to create a coherent and meaningful work. Composition can also mean the activity of writing, or the nature of the subject of a piece of writing, or the piece of writing itself (Nordquist, 2019). Compositions can be called an essay, report, presentation or a term paper. Compositions are composed of different elements, such as…

Questions to be asked and answered;

- Arguments to be presented and discussed from both sides;
- Stories to describe who, what, where, when, why and how;
- Opinions to state a position then present evidence to support the claim or position and
- Source or references to provide information used to support composition.

Types of Composition Writing

The four classical types of composition are (Nordquist, 2019)

1. **Description**

   A description, or descriptive writing, is a statement or account that describes something or someone, listing characteristic features and significant details to

provide a reader with a portrayal in words. Descriptions are set in the concrete, in the reality, or solidity of an object as a representation of a person, place, or thing in time.

2. **Narration**

   A narration, or narrative writing, is a personal account, a story that the writer tells his or her reader. It can be an account of a series of facts or events, given in order and establishing connections between the steps. The chronology could be in strict order, or you could include flashbacks.

3. **Exposition**

   Exposition, or expository writing, is the act of expounding or explaining a person, place, thing, or event.

   The purpose of the author is not to just describe something, but to give it a reality, an interpretation, and ideas on what that thing means. The authors are laying out a proposition to explain a general notion or abstract idea of their subject.

4. Argumentation

   Argumentative writing or an argumentation is basically an exercise in comparing and contrasting. It is the methodological presentation of both sides of an argument using logical or formal reasoning. The end result is formulated to persuade why thing A is better than thing B. What makes it "better" makes up the content of your arguments.

   An effective report must always exhibit the writer's command of the English language, and be relatively free of errors in sentence structure, grammar, and other writing mechanics, and the more effective the officer's command of the written language, the greater the clarity of the written report. Due to the large number of grammatical guidelines in the English language, officers should have a basic understanding of the basic building blocks of sentence structure when writing reports (Sacramento State Police Department, 2014).

Parts of Speech

A part of speech is a term used in traditional grammar for one of the nine main categories into which words are classified according to their functions in sentences. It is also known as word classes, these are the building blocks of grammar (Nordquist, 2020). The 9 Parts of Speech are (University of Arizona, 2021):

1. **Nouns**

These are names of people, places, or things. They are often the subject in a sentence. A singular noun takes a singular verb in a sentence; a plural noun takes a plural verb.

Capitalize proper nouns that name specific people, places, or things. Do not capitalize common nouns that name general people, places, or things.

Example:

Manila is the capital of the Philippines.

In my travels in the USA, I have visited all fifty states.

Some nouns ending in -s are singular, some are plural, and some are both singular and plural.

Example:
Singular: News, Pass, Lens

Plural: Earnings, Assets, Thanks

Both Singular and Plural: Series, Species, Headquarters

- If a noun ends in -ics and refers to a body of knowledge, a science, or a course of study, it is usually singular.

  Example:
  Mathematics, Phonetics, Semantics, etc.

- If a noun ends in -ics and refers to concrete activities, practices, or phenomena, it is usually plural.

  Example:
  Athletics, Mechanics, Acoustics, etc.

A collective noun

Refers to a group (army, audience, board, etc.) and may be singular or plural.

- If the group is acting as a unit, the noun is singular and takes a singular verb. Example:
  - The band is ready to perform.
- If members of the group are acting individually, the noun is plural and takes a plural verb.
  Example:
  The band are practicing their instruments.
- To make the sentence clearer, insert a plural noun after the collective noun. Example:
  - The band members are practicing their instruments

A compound noun

Consists of two or more words joined or used together to refer to one person, place, or thing.

- Compound nouns may have a hyphen, but most do not: Example:
  Truck stop, Bathroom, Sister-in-law, part time student, etc.

- Use the articles a, an, the before nouns you can count.

- Countable nouns have singular and plural forms and can be used after the words many or several.
  Example: Chair, Pen, Apple, etc.
- Do not use articles before uncountable nouns
- Uncountable nouns have no plural forms and cannot be used after the words many or several.
  Example: Wisdom, Furniture, Information, etc.

2. **Pronouns**

   It refers to or substitutes a noun in a given sentence.

There are three kinds of pronouns:

- Subject Pronouns
- Object Pronouns
- Possessive Pronouns

<u>Subject Pronouns</u>

I, you, he, she, it, we, they, who, whoever

Use a Subject Pronoun when:

- The pronoun is the subject of the sentence.

  Example: John Arcilla is terrific as Heneral Luna in the movie. He was my favorite actor.

- The pronoun is used after a "be" verb (am/is/are, was/ were, be, being, been).

  Example: Aunt Martha was annoyed that I did not defrost the turkey in time. Actually, it was she who forgot.

<u>Object Pronouns</u>

Me, you, him, her, it, us, them, whom, whomever

Use an Object Pronoun when:

- The pronoun is the object of the sentence; it receives the action or is acted upon.
  Example: Our parents gave Mimi a cat for her birthday, but they expected us to clean its litter box.
- The pronoun is used after the prepositions between, except, and with.
  Example: Amy divided the task of canvassing all three neighborhoods between us and them.

<u>Possessive Pronouns</u>

My, your, his, her, our, their, yours, his, hers, its, ours, theirs, whose

Use a Possessive Pronoun to show ownership

Example: The sandwich in the kitchen is mine.

Yours is in the fridge next to hers.

3. **Verbs**

It shows action (walk, run, write) or a state of being (be, feel, smell, and seem). Some verbs can stand alone in a sentence; other verbs are helping verbs.

Helping verbs

Are forms of the words do, be, and have, or the words shall/will, might/must, would/could/should, and can/may. They combine with other verbs to form a complete verb phrase (e.g. was sleeping). Other verbs are called linking verbs.

Linking verbs

Link the subject of a sentence to a description that follows. Linking verbs include forms of the verb be and the verbs seem, appear, become, grow, remain, stay, prove, feel, look, smell, sound, and taste.

Verbs have four primary forms:

Present Form- It is the main entry in the dictionary

Past Form- It is created by using the present form and adding-dor-ed (for regular verbs)

Past Participle Form- It is created by using the past form and adding a helping verb (for regular verbs). The helping verb (do, be, and have) should agree with the subject.

Present Participle Form- It is created by adding -ing to the present form and adding a helping verb (for regular verbs). The helping verb (do, be, and have) should agree with the subject.

Present	Past	Past Participle	Present Participle
Talk	Talked	Had talked	Is talking
Reach	Reached	Had reached	Are reaching

If a **verb is regular**, it follows the forms above. If a verb is irregular, a dictionary will list the verb's present form, past form, and past participle form, in that order (go, went, gone). If the dictionary lists only two forms (wash, washed), then the past and the past

participle forms are the same.

Verbs also have tenses that show the time an action occurred. The most common tenses are the present tense, the past tense, the future tense, the perfect tenses, and the progressive tenses.

Present Tense- It is used to show action that is occurring now. Create the present tense by using the present form of the verb.

Example: I work in the Faculty Department.

Past Tense- It is used to show action that was completed in the past. Create the past tense by using the past form of the verb.

Example: Last year, I worked in the Faculty Department.

Future Tense- It is used to show action that is expected to occur in the future. Create the future tense by putting the helping verb will before the present form of the verb.

Example: I will work in the Faculty Department after my assignment here.

Present Perfect Tense- It is used to show action that started in the past and is continuing or is linked to the present. Create the present perfect tense by putting the helping verb has or have before the past participle form of the verb.

Example: I have worked in the Faculty Department for most of my career.

Past Perfect Tense- It is used to show action that was completed before another past action. Create the past perfect tense by putting the helping verb had before the past participle form of the verb.

Example: Marilynne had worked in Human Resources before she joined the Faculty Department.

Future Perfect Tense- It is used to show action that will be completed before another future action. Create the future perfect tense by putting the helping verbs "will have" before the past participle form of the verb.

Example: I will have worked for this firm for twenty-five years when I retire.

Present Progressive Tense- It is used to show an action that is occurring now and is continuing. Create the present progressive tense by using the present participle and putting the helping verb is, am, are, was, were, or be before it.

Example: I am working as hard as I can to renovate this house.

Past Progressive Tense- It is used to show a continuing action that occurred in the past. Create the past progressive tense by using the present participle and putting the helping verb was or were before it.

Example: I was working at my computer when they arrived.

Future Progressive Tense- It is used to show a continuing future action. Create the future progressive tense by using the present participle and putting the helping verbs "will be" before it.

Example: I will be working on this task until next week

Adverbs-It describes action verbs, adjectives, or other adverbs. They answer the questions HOW? WHY? WHEN? WHERE? HOW MUCH? Or TO WHAT DEGREE? To determine whether to use an adverb or an adjective, locate the word it describes

Adverbs that end in -ly. Many adverbs are formed by adding -ly to an adjective. Sometimes the spelling changes when the -ly is added. When an adjective ends in -ly, it usually has no adverb form. To use the word as an adverb, use the adjective in an adverb phrase. For example, beautiful-beautifully, easy- easily, and so on.

Example: He responded to the crowd in a friendly manner.

-Place adverbs as close as possible to the words they are supposed to modify. Putting the adverb in the wrong spot can an awkward sentence at best and completely change the meaning at worst.

Examples: We are quickly approaching the deadline.
-To make the comparative form of an adverb that ends in-ly, add the word more:
Example: He smiled more warmly than the others.

Adjectives- These are words that describe or indicate degree. Adjectives are used to describe nouns or pronouns. Adjectives are also used after linking verbs. Adjectives are easy to identify in a sentence because they fall right before the nouns they modify.

Example: The old clock hung upon the wall.

-Adjectives used in sentences or clauses with linking verbs fall after the nouns they modify. Linking verbs describe a state of being rather than an action; the most common linking verb is to be, and others include sense verbs like appear, seem, look, smell, sound, and taste.

Example: Cynthia is fatigued.

Compound adjectives are compound words that act as adjectives. It communicates a specific person, place, thing, or concept. It is any word that's made up of two or more words, like: Doghouse, Fire truck, and so on.

Example: The meat was undercooked, but the pasta was perfect.

For comparative (regular) adjectives follow this rules:

For adjectives that are just one syllable, add -er to the end.

-For two-syllable adjectives not ending in-y and for all three-or-more-syllable adjectives, use the form "more + adjective."

-For two-syllable adjectives ending in -y, change the -y to-i and add -er.
-For superlative (regular) adjectives follow this rules:

For adjectives that are just one syllable, add -est to the end.

-For two-syllable adjectives not ending in -y and for all three-or-more-syllable adjectives, use the form “most + adjective.”
-For two-syllable adjectives ending in -y, change the -y to-i and add-est
-It’s important to note that there are irregular adjectives that a writer has to memorize because they don’t follow the rules above.

Example: Good/well

Articles These are words that define a noun as specific or unspecific The articles in the English language are the, a, and an
Definite Article - It limits the meaning of a noun to one particular thing. The definite article is the word the. It can be used with singular, plural, or uncountable nouns.

Example: Please give me the hammer.

Indefinite Article-It takes two forms. It’s the word a when it precedes a word that begins with a consonant. It’s the word an when it precedes a word that begins with a vowel. The indefinite article indicates that a noun refers to a general idea rather than a particular thing.

Example: Please hand me a toy, any toy will do.

Prepositions. It is a word or group of words used before a noun, pronoun, or noun phrase to show direction, time, place, location, spatial relationships, or to introduce an object (Walden University, 2031).
Prepositions of Direction -Used to refer to a direction, use the prepositions “to,” “in,” “into,” “on,” and “onto” (Walden University, 2001).

Example : She drove to the store.

Prepositions of Time Used to refer to one point in time, use the prepositions “in.” “at.” And “on” (Walden University, 2021). Use “in” with parts of the day (not specific times). Months, years, and seasons.

Example: He reads in the evening.

Use “at” with the time of day. Also use “at” with Noon, night, and midnight.”

Example: I go to work at 8:00.

To refer to extended time, use the prepositions “since,” “for,” “by,” “during,” “from...to,” “from...until,” “with,” and “within” (Walden University, 2021)
Example: I lived in Minneapolis since 2005. (I moved there in 2005 and still live there.)
Prepositions of Place
To refer to a place, use the prepositions “in” (the point itself), “at” (the general vicinity), “on” (the surface), and “inside” (something contained) (Walden University, 2021).

Example: They will meet in the lunchroom.

To refer to an object higher than a point, use the prepositions “over” and “above.” To refer to an object lower than a point, use the prepositions “below,” “beneath,” “under,” and “underneath” (Walden University, 2021).

Example: The bird flew over the house.

To refer to an object close to a point, use the prepositions “by,” “near,” “next to,” “between,” “among,” and “opposite” (Walden University, 2021).

Example: The gas station is by the grocery store.

Prepositions of Location- It is used to refer to a location, using the prepositions “in” (an area or volume), “at” (a point), and “on” (a surface) (Walden University, 2021).

Example: They live in the country. (an area)

Prepositions of Spatial Relationships- It is used to refer to a spatial relationship, use the prepositions “above,” “across,” “against,” “ahead of,” “along.” “among.” “around,” “behind,” “below,” “beneath,” “beside,” “between,” “from,” “in front of,” “inside,” “near,” “off,” “out of,” “through,” “toward,” “under,” and “within”. (Walden University, 2021).

Example: The post office is across the street from the grocery store.

Conjunctions These are words that link other words, phrases, or clauses together. It allows the writer to form complex, elegant sentences and avoid the choppiness of multiple short sentences (Grammarly, 2021)

Coordinating conjunctions allow the writer to join words, phrases, and clauses of equal grammatical rank in a sentence. The most common coordinating conjunctions are for, and, nor, but, or, yet, and so; you can remember them by using the mnemonic device FANBOYS (Grammarly, 2021).

Example: I’d like pizza or a salad for lunch.

Correlative Conjunctions are pairs of conjunctions that work together. Some examples are either/or, neither/ nor, and not only/but also (Grammarly, 2021).

Example: Not only am I finished studying for English, but I’m also finished writing my history essay.

Subordinating Conjunctions are used to join independent and dependent clauses. It can signal a cause-and-effect relationship, a contrast, or some other kind of relationship between the clauses. Common subordinating conjunctions are because, since, as, although, though, while, and whereas. Sometimes an adverb, such as until, after, or before can function as a conjunction (Grammarly, 2021).

Example: I can stay out until the clock strikes twelve.

Subject Verb Agreement refers he grammatic concept that subject of a sentence must align with the main verb of that same sentence (Patterson,2022)

9. Interjections are words or phrases that are grammatically independent from the words around it, and mainly express feeling rather than meaning (merriam-webster.com, n.d.). In writing, an interjection is typically followed by an exclamation point, but it can also be followed by a comma if it is part of a sentence. Knowing the different kinds of interjections, and understanding how to punctuate them, will help you use them correctly (Nordquist, 2019).

-Interjections are not normally used in formal writing, but they are common in speech (and therefore informal and fiction writing), where they show emotions such as anger, surprise and interest as well as convey hesitation (englishclub.com, 2021)

11 Rules for Subject-Verb Agreement

According to the Purdue Online Writing Lab (2021), the following are rules in making Subjects and Verbs agree:

1. When the subject of a sentence is composed of two or more or connected by and, use a plural verb fowl purdue.edu, 2001). Example: She and her friends are at the Tiangge today.

3. When two or more singular nouns or pronouns are connected by or or use a singular verb (owl.purdue.edu, 2021). Example: The book or the pen is in the cabinet.

4. When a compound subject contains both a singular and a plural noun or pronoun joined by or or nor, the verb should agree with the part of the subject that is nearer the verb (owl. Purdue.edu, 2021). Examples: The boy or his friends run every day.

5. Doesn't is a contraction of does not and should be used only with a singular subject. Don't is a contraction of do not and should be used only with a plural subject. The exception to this rule appears in the case of the first person and second person pronouns I and you. With these pronouns, the contraction "don't" should be used (owl.purdue.edu, 2021). Examples: He doesn't like it.

6. Do not be misled by a phrase that comes between the subject and the verb. The verb agrees with the subject, not with a noun or pronoun in the phrase (owl.purdue.edu, 2021) Examples: One of the boxes is open

7. The words each, each one, either, neither, everyone, everybody, anybody, anyone, nobody, somebody, someone, and no one are singular and require a singular verb (owl.purdue.edu, 2021).Examples: Each of these hot dogs is juicy.

8. Nouns such as civics, mathematics, dollars, measles, and news require singular verbs. When talking about an amount of money, it requires a singular verb, but when referring to the dollars themselves, a plural verb is required (owl.purdue.edu, 2021). Example:The news is on at six.

9. Nouns such as scissors, tweezers, trousers, and shears require plural verbs. (There are two parts to these things.) (owl.purdue. edu, 2021). Examples: These scissors are dull.

10. In sentences beginning with “there is” or “there are,” the subject follows the verb. Since “there” is not the subject, the verb agrees with what follows (owl.purdue.edu, 2021). Examples: There are many questions.

11. Collective nouns are words that imply more than one person but that are considered singular and take a singular verb, such as group, team, committee, class, and family (owl.purdue.edu, 2021). Examples: The team runs during practice.

12. Expressions such as with, together with, including, accompanied by, in addition to, or as well do not change the number of the subject. If the subject is singular, the verb is too.

    Examples: The President, accompanied by his wife, is traveling to India.

    What is a Sentence?

    Writing abilities involve understanding how to structure sentences and paragraphs. Clear, error-free and context specific sentences create well developed paragraphs and improve the likelihood of being clear with an audience. Understanding different types of sentences and paragraph structures will make a person an effective communicator (Smith, 2018).

    A sentence is a word, clause, or phrase or a group of clauses or phrases forming a syntactic unit which expresses an assertion, a question, a command, a wish, an exclamation, or the performance of an action, that in writing usually begins with a capital letter and concludes with appropriate end punctuation, and that in speaking is distinguished by characteristic patterns of stress, pitch, and pauses (merriam-webster. Com, n.d.).

    Four Types of a Sentence

    Sentence variety helps make writing more interesting and improves readability. There are four different kinds of sentences.

    1. Declarative sentence

    It is a sentence that makes a statement, provides a fact, offers an explanation, or conveys information. These types of sentences are also known as declarative

statements. A declarative sentence is the most common type of sentence. Sentences written in the declarative form are written in the present tense and usually end with a period. Normally, the subject comes before the verb (masterclass.com, 2012).

2. Exclamatory sentence

It is also known as an exclamation sentence or an exclamative clause, is a statement that expresses strong emotion. Typically, exclamatory sentences end with an exclamation mark-also called an exclamation point. While exclamatory sentences are appropriate in casual settings, avoid using exclamatory sentences in all types of formal writing, including academic writing (masterclass.com, 2022).

3. Imperative sentence

It is a sentence that expresses a direct command, request, Invitation, warning, or instruction. Imperative sentences do not have a subject; instead, a directive is given to an implied second person. For example, the sentence, “Wash the dinner plates,” commands the implied subject to wash the dishes (masterclass.com, 2022).

4. Interrogative sentence

It is a sentence that asks a question. A sentence written in the interrogative form can be direct or indirect, begin with or without pronouns, and feature yes/no interrogatives, alternative questions, or tag questions. Interrogative sentences often start with interrogative pronouns and end with a question mark. Question words, typically “wh” words, include “who,” “what,” “when,” “where,” “why,” “which,” “whose,” and “whom.” You can also use auxiliary verbs in interrogative sentences, such as “Did she mean to sound so angry?” Here, “did” is an auxiliary verb (or helping verb), transforming the sentence “she meant to sound so angry” into a question (masterclass.com, 2022).

Types of Sentence Structures

Determining how to arrange words to communicate a clear and coherent idea is a skill and the key to developing this skill is to understand how to construct the four types of sentences, that includes (Smith, 2018):

1. Simple Sentence

It contains a subject’ and a verb, and it may also have an object and modifiers’. However, it contains only one independent clause’ (Walden University, 2021). Example: The suspect ran.

2. Compound Sentence

It contains at least two independent clauses. These two independent clauses can be combined with a comma and a coordinating conjunction or with a semicolon (Walden University, 2021). Example:

The suspect ran, and he left the knife at the crime scene.

3. Complex Sentence

It contains at least one independent clause and at least one dependent clause". Dependent clauses can refer to the subject (who, which) the sequence/time (since, while), or the causal elements (because, if) of the independent clause (Walden University, 2021). If a sentence begins with a dependent clause, note the comma after this clause. If, on the other hand, the sentence begins with an independent clause, there is not a comma separating the two clauses (Walden University, 2021).

Example: Although the suspect ran after committing the crime, she was caught by the responding police officers.

4. Compound-complex Sentence

It contains at least two independent clauses and at least one dependent clause (Walden University, 2001). Example: She completed her literature review, but she still needs to work on her methods section even though she finished her methods course last semester.